



USAID | LIBERIA
FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID) is seeking applications from qualified individuals for the position of **Environmental Compliance Specialist for its Mission in Liberia.**

VACANCY#: VA-669-17-000006
OPEN TO: **ALL INTERESTED QUALIFIED LIBERIAN CITIZENS**
Current employees serving a probationary period are not eligible to apply.
POSITION: **Environmental Compliance Specialist**
OPENING DATE: March 16, 2017
CLOSING DATE: April 03, 2017
WORKING HOURS: Full-time, 40 hours/week
SALARY: Ranging from US\$ 29,918.00 – US\$46,480.00 p.a. depending on experience, qualifications and salary history

I. BASIC FUNCTION OF POSITION:

This position is located in USAID/Liberia's Program and Project Development Office, the Environmental Compliance Specialist serves as a Foreign Service National (FSN) manager for the Mission's environmental compliance activities. As the Mission's MEO, the incumbent works to ensure the successful implementation of mandatory environmental assessments as well as environmental compliance monitoring and reporting for all activities in the USAID/Liberia portfolio. He/she closely coordinates with the Deputy MEO and the Mission Environmental Compliance Team (comprised of representatives from technical and support offices) to fulfill monitoring and reporting responsibilities on environmental compliance for USAID/Liberia's health; infrastructure; agriculture; natural resources management; democracy, rights and governance; education and other programs. In order to ensure prudent environmental management and compliance, he/she works closely with all Contracting/Agreement Officer's Representatives (COR/AOR) and their alternates, activity managers, Team Leaders and Office Directors. The incumbent develops and maintains professional contacts in both the public and private sectors, including Government of Liberia (GOL) officials, implementing partners, consultants, non-governmental organizations, and other relevant development partners in Liberia.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Supervisory Program Officer, the Environmental Compliance Specialist shall fulfill the following duties:

Life of Project Environmental Compliance Advisory Services (30%)

The Environmental Compliance Specialist is USAID/Liberia's MEO and primary environmental compliance advisor. He/she is responsible for:

- Advising Teams, Activity Managers and CORs/AORs, Operating Unit heads and, as needed, Mission Management on: (1) how best to comply with USAID's Environmental Procedures over life of the project, including effective monitoring of partner implementation of the environmental mitigation measures required by Initial Environmental Examinations (IEEs) and Environmental and Social Impact Assessments (ESIAs) and (2) how to obtain additional environmental expertise to assist in compliance with USAID's mandatory environmental procedures when needed.
- Through DO Team Leaders, ensure that A/CORs, COs and Acquisition staff are applying the Environmental Compliance Language (ECL)ADS 204 Help Document to all new solicitations and awards, especially the requirements for development, budgeting, implementation and monitoring of Environmental Mitigation and Monitoring Plans (EMMPs).
- Draft environmental documentation, or help identify technical drafting services, when needed for complex IEEs and EAs. The incumbent will work closely with members of the Environmental Compliance Team as they support these functions within their Teams. In addition, s/he will maintain a log tracking the status of environmental documentation for the Mission's portfolio to support reporting functions, as well as the other responsibilities enumerated herein.
- Advising Project and Activity Design Teams on how best to incorporate appropriate environmental compliance language into design documents, and working with the Office of Acquisition and Assistance to incorporate such language into award documents (contracts, cooperative agreements and grants).
- Advising Mission staff on requirements under relevant Liberian environmental laws including the Environmental Protection and Management Law (2002), and the EPA Act (2003).
- Advising implementing partners on how to ensure compliance with the environmental threshold decisions and monitoring and mitigation measures pertaining to their projects.
- Serving as the Mission Point of Contact with the Bureau Environmental Officers and Regional Environmental Advisors.

- Conducting occasional training of implementing partner and Mission staff on implementation of 22 CFR 216 and environmentally sound project design and management.

2. Implementation and Environmental Compliance Monitoring (50%)

USAID guidelines and 22 CFR 216 mandate that USAID use an Environmental Assessment (EA) process to evaluate the potential impact of the Agency's activities on the environment prior to implementation, and that USAID "fully take into account" environmental sustainability in designing and carrying out its development programs. Environmental compliance monitoring thus plays a crucial role in USAID's program implementation.

The Environmental Compliance Specialist is responsible for the following with respect to implementing 22 CFR 216 and monitoring environmental compliance at the Mission:

- Reviewing quality and completeness of all 22 CFR 216 documents. All Mission 22 CFR 216 documents must be cleared by the MEO. These documents include Initial Environmental Examinations (IEE), Requests for Categorical Exclusions (RCE), Environmental Screening Form and Environmental Review and Reports (ESF/ERRs), Environmental Assessment Scoping Statements (EASS), Environmental and Social Impact Assessments (ESIA), Pesticide Evaluation Report and Safer Use Action Plans (PERSUAP), Water Quality Assurance Plans (WQAP), IEE or EA Amendments or other documents developed in fulfillment of 22 CFR 216 requirements.
- Serving as USAID/Liberia's principal expert on environmental compliance monitoring of all projects covering a range of technical areas including: health, infrastructure, agriculture, natural resources management, democracy and governance, education and other cross-cutting areas. The incumbent will work closely with AORs/CORs and their alternates, discussing any compliance issues and accompanying them on regular site visits. Site visits will be documented with a site visit report that details compliance issues, if any, and recommendations for corrective actions. Based on monitoring experience, the incumbent develops environmental monitoring checklists for different technical sectors and a tracking log for projects and activities.
- Preparing a quarterly monitoring report that summarizes the quarter's site visits, compliance issues and recommended corrective actions. In addition, the report documents the implementation of previous quarters' corrective actions until resolved.
- Ensuring that "best practices" for environmental compliance and environmentally sound project design and management are documented and shared within and outside the Mission.

Program Design and Evaluation (15%)

The Environmental Compliance Specialist supports project design and evaluation by:

- Preparing and/or reviewing studies, concept papers, USAID project activity design documents and bilateral and multilateral agreements. He/she works with Development Objective teams on project designs and approvals, ensuring that adequate resources are planned for compliance with 22 CFR 216 over the project/activity lifespan.
- Supporting review and analysis of GOL and other donors' environmental compliance documents in the early stages of development to ensure that there are no environmental issues that may adversely affect planned USAID assistance and that of other donors.
- Preparing scopes of work and managing the conduct of contractor EASSs and ESIA.

Coordination and Liaison (5%)

The Environmental Compliance Specialist coordinates with others on environmental issues by:

- Reviewing development programs of other multilateral and bilateral donors to identify areas for coordination and where there are possible conflicts with USAID-supported activities. The incumbent will serve as a liaison with other donors on in-country environmental compliance project planning and implementation as needed.
- Maintaining knowledge of current technical trends, best practices, current events and key actors (from NGOs, universities, GoL and the private sector) with respect to environmental management.
- Keeping various stakeholders informed of USAID/Liberia activities, policies and interests related to environmental compliance and management.

II. QUALIFICATIONS:

In order to be considered for this position, a candidate must meet the Required Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of the Required Minimum Qualifications and Evaluation Factors. Additionally, interviews and writing samples may be requested. Applicants are encouraged to address each of the criteria on a separate sheet describing specifically and accurately what experience, training, education, or awards that are relevant to each. Failure to address the minimum qualifications and evaluation factors may result in you not receiving credit for all pertinent experience, education, training, and awards.

Required Minimum Qualifications:

The incumbent should meet the following requirements to be able to carry out the aforementioned duties and responsibilities.

Education (5%):

A Bachelor's degree, from any recognized university, in environmental science, environmental management, environmental engineering or other closely related field, is required. A graduate degree (Master's or doctorate) in one of the above listed disciplines is preferred.

Prior Work experience (35 %):

Five-seven years of increasingly responsible relevant work experience, three of which must be in a senior environmental monitoring and/or evaluation position. Must have a proven track record of professional involvement and achievements, particularly in Environmental and Social Impact Assessments and environmental compliance monitoring. Demonstrated program management skills and experience managing professionals of multidisciplinary backgrounds. Experience developing environmental procedures and guidelines are strongly desirable. Experience in designing projects, contract and grants management and budget development and management is desirable.

Post Entry Training:

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID Environmental Compliance requirements, e.g., Life of Project Environmental Compliance and Environmentally Sound Project Design and Management; 2) USAID-sponsored training in Project Design and Activity Management. In addition, the incumbent will be required to work within the existing USAID team management office structure. Organized/formal training (both internal & external) may be provided from time to time depending on the availability of program funds and determined to be in direct support of USAID/Liberia activities.

Language Proficiency:

Level IV (fluent) oral and written English is required.

Knowledge (30%):

Advanced knowledge of Liberian and other development institutions working in the environment field in Liberia is required. The incumbent must have a thorough knowledge of environmental problems, policies and constraints in Liberia as well as the country's strengths and priorities in environmental management. Genuine understanding of sustainable policy and strategic options that consider socio-economic, environmental and cultural aspects is critical as is a working familiarity with current international "best practices" and Liberia-appropriate models for environmental assessment, mitigation and monitoring. Knowledge of the work of other donor agencies in Liberia with respect to environmental management activities is a plus. Incumbent must be able to write analytical reports on environmental compliance and monitoring issues.

Skills and Abilities (30%):

Must have strong analytical skills. Ability to communicate clearly and effectively at all levels within the US government's Liberia Mission, as well as with national and local GOL institutions, and the private sector. The ability to develop and maintain mid- to senior-level contacts with GOL and USG officials, the private sector and NGO representatives is required. Must be able to clearly and diplomatically provide technical and policy guidance to project managers and contractors as and when needed. Proficiency in Microsoft Office Suite is required.

III. POSITION ELEMENTS

- A. **Supervision Received:** After the initial orientation, the incumbent works with a great deal of independence and carries out major assignment on his/her own initiatives. The incumbent reports directly to the Supervisory Program Officer.
- B. **Available Guidelines:** 22 CFR 216, USAID sector environmental guidelines, USAID's Automated Directives System, project/activity documents, Mission policies and procedural directives and USAID handbooks.
- C. **Exercise of Judgment:** Independent sound judgment is required to establish and maintain productive cooperative relationships with GOL, other donors, NGOs, private sector representatives, and USAID/Liberia Mission staff as well as to participate in and represent USAID/Liberia in meetings and workshops. The incumbent must demonstrate capacity for high-level judgment in advising senior Mission management and US Direct Hire officers.

D. **Authority to Make Commitments:** Appropriate clearances must be obtained before USAID resources can be committed. However, the incumbent is expected to formulate options and recommend commitments and will advise supervisor and Mission Management on major decisions and commitments as required.

E. **Supervision Exercised:** Supervise the Program Management Assistant in his role as Deputy Mission Environmental Officer.

Time Requirement to Perform Full Range of Duties: Approximately 12 months

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

SELECTION PROCESS:

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

HOW TO APPLY

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. The names of contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position.

SUBMIT APPLICATION TO:

Environmental Compliance Specialist

USAID/Liberia, C/O American Embassy

Service Entrance, Gibson Street, Mamba Point, Monrovia

Or by E-mail to: Sbrowne@usiad.gov & amangou@usaid.gov